

*****ATTENTION*****

To: SECRETARY OF STATE CUSTOMERS

Re: 2014 YEAR-END COMMERCIAL RECORDINGS FILINGS

As we near the end of 2014, I would like to wish you the warmest of holiday greetings and on behalf of the staff, thank you for allowing us to be of service to you this past year.

I would like to remind you of our year-end filing policy for documents processed by our Commercial Recordings Division. This policy will allow for the efficient processing of documents during this busy time of year. Additionally, all Secretary of State offices will be closed December 25 and January 1 in observance of the Christmas and New Year's Day State holidays, and will open at 8 am the following day.

Any non-expedite new filings, amendments, mergers or any other filing processed by the New Filings and Amendments Divisions received in this office on or before Wednesday December 31, 2014 will receive a 2014 file date if that filing is in fileable form. If the filing is in fileable form and in our office by close of business on December 31, 2014, it will receive the 2014 file date. New sole proprietor and partnership State Business License applications received on or before December 31, 2014 will be dated as of the time they are processed, which may be after December 31, 2014.

Regular status filings, i.e., annual lists, reinstatements, state business license renewals, etc. due on or before December 31, 2014 must be received in our office by close of business (5:00 pm PST) on December 31, 2014 to avoid late filing or other statutory penalties. If there is a specific need or if you are uncertain your filing will be in our office before this deadline, we suggest submitting those filings online or on an expedited basis.

Expedited filings received on or before December 31, 2014, which are not in order, will be given the 2014 file date if corrections are made within 2 days of notification of deficiency, with all documents resubmitted to this office no later than 5:00 P.M. Wednesday, January 7, 2015. When resubmitting your expedited filing, it is important that you note conspicuously (in writing) on your customer order instructions that the filing is a resubmission and that you need a 2014 filing date.

Based on prior years' experience with extreme volume and emergency situations, the Secretary of State reserves the right to extend the expedite period past 24 hours. You will be notified if and when it may become necessary to extend the expedite period.

***** DON'T FORGET - YOU MAY FILE INITIAL, AMENDED AND ANNUAL LISTS, STATE BUSINESS LICENSE APPLICATIONS (EXCLUDING THOSE CLAIMING EXEMPTION) AND NEW ARTICLES FOR DOMESTIC CORPORATIONS AND LLCs USING [SILVERFLUME, NEVADA'S BUSINESS PORTAL](http://www.nvsilverflume.gov) AT www.nvsilverflume.gov. FILINGS DUE ON OR BEFORE DECEMBER 31, 2014 MAY BE FILED ONLINE WITHOUT PENALTY UNTIL 11:59 pm ON DECEMBER 31, 2014. CERTIFICATES OF GOOD STANDING ARE ALSO AVAILABLE ONLINE.**

Finally, with the holiday season fast upon us, we would like to acknowledge and thank you for thinking of us. Please remember, our policy prevents the office or individual employees from accepting any gifts during this or any other time of year. We would appreciate you adhering to this policy. Any gift that is received by this office will be donated to local charitable organizations selected by staff.

Thank You & Best Wishes,



ROSS MILLER
Secretary of State